

TEXAS COMMISSION ON FIRE PROTECTION

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(512) 936-3838

An Equal Opportunity Employer

Title: Program Specialist I, B17 Test Administration	Opening Date: 5/26/2011	Application Deadline: Until filled	Job Posting # HR 11-005
Division: Fire Service Standards and Certification, Austin, Texas 78768	Starting Salary: \$2,971-\$3,416/mo	Location: Austin	Travel Required: 75%

INTERNAL/EXTERNAL POSTING

BRIEF JOB DESCRIPTION

Performs routine (journey-level) work serving as a lead examiner for the Training Approval and Testing program for the Texas Commission on Fire Protection. Performs training evaluations of approved certification program (s) and conducts audits of performance skill testing in the field. Reviews training facilities to ensure compliance with regulations. Assists with the evaluation of training records and/or testing applications to determine an individual's eligibility to test. Assists in reviewing and approving training prior approval applications. Works with other program staff members to assist in developing policies and procedures related to assigned job duties. Performs other related work as assigned. Work is performed under the direction of the testing program supervisor, with limited latitude for the use of initiative and independent judgment. (Note: This position will require extensive travel throughout the State)

ESSENTIAL JOB FUNCTIONS

- Perform the duties of lead examiner by administering state certification examinations at scheduled locations throughout the State.
- Monitors compliance with program rules by performing audits of approved training programs and skill testing sites in the field.
- Assist in evaluating training records and testing applications to determine eligibility of military, volunteer, and out-of-state fire service personnel.
- Perform reviews of training facilities to ensure compliance with regulations.
- Assist in reviewing and processing training prior approval applications.
- Provide technical assistance to other program areas within the Division.
- Assist in the review of program area functions and operations.
- Perform other duties as assigned.

QUALIFICATIONS

General Knowledge, Skills and Abilities

Must demonstrate good organizational, interpersonal, oral, reading, and written communication skills. Have the ability to exercise a limited latitude of independent judgment effectively. Working knowledge of Commission on Fire Protection training and certification requirements and National Fire Protection Association Standards. General knowledge of state statutes, commission rules, the International Fire Service Accreditation Congress, and the National Fire Academy. Working knowledge and skill in the use of word-processing programs and database management. Ability to review and understand training documents.

Minimum Qualifications

Hold current Basic Fire Fighter and Instructor I certification issued by the Texas Commission on Fire Protection.

Three years of fire service training experience as an instructor.

Proficient in the use of Microsoft Word and Outlook.

Preferred Qualifications

Graduation from an accredited four year college or university with major course work in a field relevant to the assignment.

Experience in the use of Access database management.

Hold current higher levels of certification(s) in various disciplines issued by the Texas Commission on Fire Protection.

Knowledge of NFPA Standards and/or Texas Commission on Fire Protection rules.

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply. Applications will be accepted by mail or walk in. A **State of Texas Job Application is required**, and can be downloaded at: <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>. A resume (two pages maximum) will be considered, but will not be accepted in lieu of application. Mail application to: Texas Commission on Fire Protection, Attn: HR, P.O. Box 2286, Austin, TX, 78768. Applications postmarked after the closing date will not be accepted. Walk in applications must be received by 5:00 pm on the closing date. DD Form 214 is required for all Veteran applicants. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in this agency. This position may require occasional work after normal business hours. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with this agency may subject you to a **criminal background check**.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with the Texas Commission on Fire Protection. Visit our website at: <http://www.tcfp.state.tx.us/employment.asp>.